



# License Agent News



California Department of Fish and Game  
August 2003

## LICENSE AND REVENUE BRANCH

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## ANTOINETTE R. LOBO, CHIEF

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## WATERFOWL PROGRAM

Glenn Underwood  
(916) 227-2268  
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## LICENSE AGENT ORDER DESK

(916) 227-2253  
FAX (916) 227-0674

## LICENSE INFORMATION

(916) 227-2245

## VISIT OUR WEBSITE AT:

[www.dfg.ca.gov/licensing/index.html](http://www.dfg.ca.gov/licensing/index.html)

## CalTIP

To report a poaching or polluting incident, call (888) DFG-CALTIP or (888) 334-2258

## 2003/2004 INITIAL ORDER OF WATERFOWL ITEMS - COD

Waterfowl hunting season is approaching rapidly, so it's time to place your order for waterfowl items. Please allow 10 business days to process your order. **When your order arrives, check it carefully!** If you find a discrepancy in your shipment, notify the License Agent Order Desk at (916) 227-2253, within five business days. In addition, check each license book for errors before it is used. Make sure that each book contains the correct number of licenses and that each license is in the proper sequence.

To ensure that your customers have sufficient time to apply for reservations to hunt on State-operated wildlife areas during the upcoming waterfowl season, **please make duck stamps, wildlife area passes and waterfowl reservation applications available to your customers immediately.**

## 2003 Hunting Regulations

Due to budget reductions, hunting regulation booklets will not be printed for the 2003 hunting season. However, flyers summarizing the hunting regulations will be printed and shipped to license agents for distribution to hunters. Complete hunting regulations are available on the Fish and Game Commission's web site at [www.dfg.ca.gov/fg\\_comm/regs.html](http://www.dfg.ca.gov/fg_comm/regs.html).

### Just a Reminder.....

- Check your license inventory often and allow 10 days for delivery of license orders.
- Next day air service and Saturday delivery for license orders is not available.
- All walk-in business for License Agents is discontinued. This includes picking up license orders and dropping off sales reports.

## Holiday Schedule for 2003

Department offices will be closed for the following State holidays so please plan accordingly:

September 1, 2003  
October 13, 2003  
November 11, 2003

November 27 & 28, 2003  
December 25, 2003

## HIP Information

Your initial shipment includes a supply of postage-paid envelopes to encourage your prompt return of HIP questionnaires (the top copy from all hunting licenses and proxy forms). When using these envelopes please remember the following:

- Do not attach anything to the form (declarations, hunting license receipts, etc.)
- Postage paid envelopes may only be used to return HIP questionnaires to LRB. Please do not give them to customers or use them to mail other items to the LRB.



## Reservation Application Process for 2003/2004

As in previous years, hunters have three options to choose from when applying for reservations to hunt on State-operated wildlife areas:

- The **One-Choice Application** (\$1.05) requires hunters to fill out their personal data (name, address, hunting license number and driver's license number) and then choose any available shoot date and area throughout the 2003/2004 waterfowl season. This form is available from license agents and DFG license sales offices.
- The **Five-Choice Application** (\$5.25) enables hunters to enter their personal data only once, while allowing them to apply for five areas on different shoot dates; or five shoot dates for the same area; or any combination thereof. This form is available from license agents and DFG license sales offices.
- The **Season-Long Application** enables hunters who submit numerous applications each year to fill out their personal information just once and apply for every available Saturday, Sunday, and/or Wednesday shoot date throughout the season at any Type A State-operated wildlife area. Hunters who participated in the 2002/2003 waterfowl reservation drawings will be mailed season-long applications **in mid September**. Additional season-long applications are available from DFG license sales offices and online at [www.dfg.ca.gov/licensing/waterfowl/waterfowl.html](http://www.dfg.ca.gov/licensing/waterfowl/waterfowl.html).

All applications to hunt at State-operated wildlife areas must be received at the License and Revenue Branch in Sacramento at least 17 days prior to the shoot date. Late applications will be disqualified. Hunters must provide their 2003/2004 hunting license number and their driver's license or DMV-ID number when filling out applications.

Successful applicants will receive a reservation post card which they can take to the wildlife area for admission. Hunters who receive reservations must purchase a one-day, two-day, or season pass for admittance to the area. Using their hunting license number, hunters can check to see if they were drawn for a reservation on the Department's web site at [www.dfg.ca.gov/licensing/waterfowl/waterfowldrawresults.html](http://www.dfg.ca.gov/licensing/waterfowl/waterfowldrawresults.html)

If you or your customers have any questions about the waterfowl drawing system, please contact Mr. Glenn Underwood, Waterfowl Drawing Program Coordinator, at (916) 227-2268 or by email [gunderwo@dfg.ca.gov](mailto:gunderwo@dfg.ca.gov).

## IT'S THE LAW

### License Issuance Requirements

When issuing hunting and fishing licenses, you must enter the date issued and the licensee's name, residence address, date of birth and physical description, except:

When someone buys a license for another person, you must write in the other person's name and residence address before issuing the license. The licensee may not use the license until he/she has signed it and filled in the missing information (physical description and date of birth). (Section 705 and 707, Title 14, California Code of Regulations)

### Reporting Requirements

At the end of each license season Agents with a COD account are required to submit a sales report with all sold book covers and unsold licenses, so that credit may be issued. Note:

Pursuant to Section 1055.1 of the Fish and Game Code credit will only be issued if license items are returned within six months of the items expiration date.

### License Agent Handling Fee

License agents may not charge more than a five (5) percent handling fee. The five percent agent handling fee is calculated for you and printed on all license book covers and licenses. (Section 1055, Fish and Game Code)

### California Duck Stamp and Upland Game Bird Stamp Not Required for Junior Hunters

Any person hunting under the authority of a Junior Hunting License is not required to purchase a California Duck Stamp or an Upland Game Bird Stamp to hunt waterfowl or upland game birds. A Federal Duck Stamp is required for all persons 16 years of age or older to hunt waterfowl, even if they are hunting under the authority of a Junior Hunting License. (Sections 3682 and 3700, Fish and Game Code)

### Hunter Education Requirements

When issuing a hunting license you are required to record the evidence of hunter education on the inside of the license book cover. All hunters must present one of the following when applying for a California hunting license:

- An annual California hunting license issued in any prior year;
- A two-day nonresident California hunting license issued after the 1999/2000 license year;
- A written declaration that the hunter had a California hunting license in any prior year, but that license is now lost or destroyed;
- A California certificate of hunter education completion or equivalency with a California hunter education validation stamp;
- A certificate of successful completion of a California-approved hunter education course from any state or Canadian province; or
- A current hunting license or a hunting license issued in either of the two previous years from any state.

### Hunter Education Classes

There are no age restrictions for hunter education classes but most instructors set a minimum age requirement of 10 years of age. Classes include at least 10 hours of instruction in a wide range of topics, such as hunting ethics, wildlife conservation and management, safe firearms handling, wildlife identification, and care of game. There is a minimal fee to cover the instructor's out-of-pocket expenses. For information on upcoming classes, please contact your nearest DFG office, visit our web site at [www.dfg.ca.gov/huntered/index.html](http://www.dfg.ca.gov/huntered/index.html) or call one of the telephone number listed below:

Northern California/North Coast Region - (530) 225-2003  
Sacramento Valley/Central Sierra Region - (916) 351-0833  
San Francisco Bay Area/Central Coast Region - (707) 944-5576  
San Joaquin Valley/Southern Sierra Region - (559) 445-6454  
Southern California - (562) 590-5185

**PLEASE SHARE THIS INFORMATION WITH YOUR LICENSE SALES EMPLOYEES TO BETTER SERVE YOUR CUSTOMERS.**